

## GRANTS ADMINISTRATOR

Req #: 22550  
Department: LIFE SCIENCES DISCOVERY FUND  
Job Location: Seattle, WA  
Posting Date: 06/01/2006  
Closing Info: Open Until Filled  
Salary: Commensurate with qualifications

The Life Sciences Discovery Fund (LSDF) has an outstanding opportunity for senior staff to help mold and direct the organization from the ground up. The LSDF was created to manage the \$350 million dollar (\$35 million per year) Life Sciences Discovery Fund. The LSDF is a Washington state agency that will function like a foundation. It is governed by an 11 member Board of Trustees.

The LSDF Grants Administrator will manage a grants portfolio of approximately \$35 million dollars per year and oversee LSDF's grant administration process, from award disbursement, to the follow-up stages and completion of the grant. The Grants Administrator will work with the program team to ensure the successful implementation and management of each grant.

A vital component of LSDF will be reporting to the State the scientific, health and economic impacts of grants awarded. Consequently, careful tracking, evaluating and reporting of program outcomes will be required by means of ongoing, effective communications with grant recipients. This position must ensure that all required grant administration records are created and properly maintained.

### Responsibilities include:

**Grant Administration Policy and Procedures:** Developing clear, concise grants administration policies and procedures for grantees and staff, ensuring that policies and procedures support LSDF goals and meet legal requirements; and developing, in consultation with legal counsel, grant award contracts between the LSDF and grantee organizations.

**Grant Administration:** Maintaining responsibility for the administration of the LSDF's grant awards; ensuring that each grant is successfully awarded and disbursed and that the grantees meet the grant agreement requirements; overseeing grant making practices, files and databases, including tracking all grant requests from the letter of inquiry stage, through the award distribution, and to the completion of the grant process; and ensuring that grantees are providing the required reports and information to remain in compliance with the grant agreement.

**Reporting and Compliance:** Managing and maintaining accurate record-keeping and data management for all grants made; ensuring compliance with IRS regulations and LSDF requirements for all grant administration policies and procedures; and working closely with other LSDF staff in reporting to the Board on the status of LSDF programs, including economic impact reports.

## Requirements:

Bachelor's degree and five years experience in grant making and grants administration; or an equivalent combination of education and experience.

The strongest applicants will have a background that demonstrates:

- ability to design and implement effective workflow processes and procedures;
- skill in formulating and implementing policies and procedures;
- excellent communication skills with grant recipients and co-workers; and
- expert knowledge of finance and accounting methods.

## Conditions of Employment:

LSDF is in the start-up phase of its existence. As a result, there is an opportunity for the Grant Administrator to play a significant leadership role in the development of LSDF grant administration policies and procedures.

LSDF has a small, collegial staff who are employees of the University of Washington through an administrative services agreement. LSDF is a state agency that exists based on continued funding from the Washington State legislature.

LSDF staff enjoy outstanding benefits and professional growth opportunities. For detailed information on Benefits for this position, click here <http://www.washington.edu/admin/hr/benefits/>

Additionally, the Seattle area offers a living and working environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

LSDF is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or [dso@u.washington.edu](mailto:dso@u.washington.edu).

## How to Apply:

To be considered for a position, please send an e-mail to [lsdf@u.washington.edu](mailto:lsdf@u.washington.edu). In the subject line of your email, please put "LSDF GA and your last name". Please attach (in Microsoft Word format) a cover letter (explaining why you think your skills will enable you to contribute to the LSDF) and your résumé. You will receive an acknowledgement upon receipt of your e-mail. We will only contact applicants selected for further consideration.